

TOWN OF MONSON, MASSACHUSETTS



Boards, Committees and Commissions Handbook

This handbook is intended as a guide for all Department Heads, Town Boards, Committees and Commissions. It describes in general terms some important requirements involved in the conduct of the Town business and should prove useful to new and current members alike.

Certain sections of the handbook refer to various provisions of the general laws. Some committees are governed by individual statute, identified in the guide as MGL (Massachusetts General Laws) followed by the appropriate chapter and section. It is recommended that these sources be consulted whenever a specific problem is encountered involving a state statute or local by-law or regulation along with the state of MA Guide for Members of Public Boards and Commissions “How to be an Effective Member of a Public Board or Commission” which can be found at:

Guide for Members of Public Boards and Commissions: How to be an Effective Member of a Public Board or Commission; December 2017 (mass.gov)

The handbook provides a general description of procedures and summaries of important state statutes that govern the conduct of committees and their members, such as the Open Meeting Law and the Conflict-of-Interest Law.

Through voluntary service as an appointed or elected member of a board, committee, commission or council, citizens like you gain the opportunity to directly help the Town meet its current challenges and address its future needs and goals.

Volunteers who serve on our committees are an essential part of running an effective and efficient local government. We hope it is also an informative and rewarding experience.

The Select Board are deeply grateful to all who are willing to serve as a volunteer member of the government of the Town of Monson.

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In this handbook “the board” refers to an appointed/elected member of a board, committee, or commission.

List of the Town of Monson Boards, Committee and Commissions:

<i>Board of Assessors</i>	<i>Elected</i>
<i>Board of Health</i>	<i>Appointed</i>
<i>Select Board</i>	<i>Elected</i>
<i>Cable Advisory Committee</i>	<i>Appointed</i>
<i>Cemetery Commission</i>	<i>Elected</i>
<i>Community Preservation Committee</i>	<i>Appointed</i>
<i>Conservation Commission</i>	<i>Appointed</i>
<i>Council on Aging</i>	<i>Appointed</i>
<i>Cultural Council</i>	<i>Appointed</i>
<i>Finance Committee</i>	<i>Appointed</i>
<i>Fire Dept. Renovation Building Committee</i>	<i>Appointed</i>
<i>General Bylaw Committee</i>	<i>Appointed</i>
<i>Historical Commission</i>	<i>Appointed</i>
<i>Keep Homestead Museum Steering Committee</i>	<i>Appointed</i>
<i>Local Emergency Planning Committee</i>	<i>Appointed</i>
<i>Monson Municipal Arts Council</i>	<i>Appointed</i>
<i>Parks & Recreation Commission</i>	<i>Elected</i>
<i>Planning Board</i>	<i>Appointed</i>
<i>Replanting Monson Tree Committee</i>	<i>Appointed</i>
<i>School Committee</i>	<i>Elected</i>
<i>State Statutory Monson Developmental Center</i>	
<i>Transition Advisory Committee</i>	<i>Appointed</i>
<i>Scholarship Fund Committee</i>	<i>Appointed</i>
<i>Solar Bylaw Committee</i>	<i>Appointed</i>
<i>Tax Assistance for Seniors Committee</i>	<i>Appointed</i>
<i>Water & Sewer Commission</i>	<i>Elected</i>
<i>Zoning Board of Appeals</i>	<i>Appointed</i>

1. *Becoming a Committee Member:*

Qualifications for Appointment:

All Monson residents are qualified to apply for membership on any committee. The Select Board is the appointing authority for the majority of the boards with the exception of the Finance Committee who are appointed by the Town Moderator or any elected committee within the Town of Monson.

Application Procedure

Town residents who are interested in being considered for appointment should submit a letter of interest to the appointing authority for each committee on which they would like to serve. The application form is available from the Select Board 's office or can be found on the Town's website under "Select Board – Board and Committee Openings." The completed form should be returned to the appointing authority. Applicants will be scheduled for a meeting with the interested committee prior to being considered for appointment. Applicants to any committee should inquire as to the time requirements of the specific committee and the frequency with which that each committee meets.

The appointing authority shall have sole discretion to make such appointments or other changes as the appointing authority deems to be in best interest of the Town. Notices of vacancies on boards are posted on the Town's website (www.monson-ma.gov). It is encouraged that applicants attend one or two meetings of the board on which they are interested to become familiar with the time commitment and other functions on that board.

2. *Oath of Office:*

Written notification of appointment will be issued to newly appointed members. Appointees must report to the Town Clerk's office, within two weeks of being appointed, to be sworn to faithful performance of their duties prior to taking any official action as a member of the board (MGL Ch. 41 section 107). The Town Clerk will give appointees information about the Open Meeting Law, as required in Chapter 39, Section 23B of the General Laws. Members are required to sign written acknowledgement of receipt. Each year, all municipal employees (which include members of boards, committees and commissions) must be given a Summary of the Conflict of Interest law prepared by the State Ethics Commission and every two years, they must complete the online training program. The online training program is available at:

www.muniprogram.ethics.state.ma.us

Once you have completed the program online, you will be prompted to print a Certificate of Completion, which must be returned to the Town Clerk's office to be retained on file.

3. Vacancies/Resignations/Lack of Attendance:

Any member who, for any reason, chooses to resign before a term is complete shall provide immediate written notice of the resignation to the Committee Chairman, the Town Clerk, and the Select Board, and cite the effective date of resignation.

Removal: The Select Board may remove members of board at their discretion.

Attendance: All persons appointed to a board shall be expected to attend regularly scheduled meetings. Excused absences reported to the board/committee chairperson prior to a regularly scheduled meeting shall be allowed. Three unexcused absences in a row may be cause for removal by the Select Board of those persons who have been appointed to fill a board position. A majority vote by the Select Board shall be required to cause the removal. The total attendance excused or unexcused may be considered to continue serving on the board/committee.

Elected Boards and Committees

Interim appointments on elected boards are governed by the provisions of MGL Chapter 41 Sections 10 and 11 unless otherwise provided by statute.

If there is a vacancy in the office of the Select Board, the remaining Select Board may call a Special Election; or an election must be held upon written petition of 200 or 20% of registered voters whichever is less.

For certain elected bodies when a vacancy occurs, other than for the Select Board, remaining members of the board on which the vacancy occurs must inform the Select Board in writing, within one-month of the position becoming vacant. The Select Board will schedule a joint meeting with the remaining members of the board, and the members of the combined boards vote by roll call to fill the vacancy. One week's public notice is required in advance of the meeting at which the vacancy is filled. A majority vote of those present and voting is required to "elect" a replacement. Whoever is selected must be a registered voter in the Town and will perform the duties of the office until the next town election or until another person is qualified. See G.L. c41 Section 11.

4. Organization of Boards/Duties of Officers:

Election of Officers:

All elected boards and Officers shall reorganize at their first meeting following the Annual Town Elections and all appointed boards shall reorganize each year at their first meeting

following June 30th. After re-organization, the Chair should notify the Town Clerk of changes in officers.

Duties of Officers:

Chairman:

- Presides at all meetings, decides questions of order;
- Calls meeting dates and times;
- Ensures that meeting and agendas are properly posted in accordance with the Open Meeting Law;
- Sets agenda topics;
- Represents the board before the appointing authority, other town bodies and the public, as required;
- Ensures that members are kept informed of meetings;
- Ensures that all members have taken the oath of office and acknowledged receipt of information from the Town Clerk with regard to the Open Meeting Law and Conflict of Interest Law;
- Ensures that a summary of the board's actions of the previous year are submitted to the Town Administrator for inclusion in the Annual Town Report;
- Exercises control over public meetings and hearings, ensures that the proper decorum is maintained and that such meetings and hearings are conducted in an orderly and appropriate manner.

Vice-Chairman:

- The Vice-Chairman acts as Chairman in the absence of the Chair.

Clerk/Secretary:

- Ensures that minutes of every meeting are taken, prepared, voted and filed with the Select Board in a timely manner, in accordance with the Open Meeting Law.
- Ensures that copies of documents and other exhibits used during meetings are provided and referenced in a list to be included as addenda to the approved meeting minutes, in accordance with the Open Meeting Law.
- In the absence of paid staff, performs any other clerical or administrative duties as required.

5. Quorum:

In order for a board to take an official vote, a quorum must be present. A quorum is a simple majority of a governmental body, unless otherwise defined by law. A simple majority is based on the total number of positions on a board, whether or not all available positions have been

filled. Once a quorum is present, a board may act by a majority of the quorum, unless otherwise provided by law.

6. Conducting a Meeting:

A board should follow formal rules of order, such as Robert's Rule of Order found at:

<https://robertsrules.com>

Although most board discussions may seem too casual to be called debate, it is advisable for the board to observe a minimum of generally accepted procedures. Attentive guidance by the Chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The Chair should limit all participants to concise, non-repetitive statements. In some cases, establishing time limits may be advisable. All who wish to speak should be allowed to do so before anyone is invited to speak a second time. Although desirable, it is not necessary for the board to continue discussion until complete consensus is achieved. Other actions, such as calling for a vote, postponing until more information is available, or referring to a subcommittee may be required.

All votes must be taken publicly. The use of secret ballots is prohibited.

7. Meetings/Open Meeting Law:

All board members are required to take the time to familiarize themselves with the provisions of the Open Meeting Law (MGL c 30A, § 18-25) and its accompanying regulations (940 CMR 29.00). The Open Meeting Law sets forth specific requirements for posting, scheduling, conducting, and recording meetings. The purpose of the law is to promote the democratic process in assuring that deliberations and decisions made by our public officials are conducted openly, and not hidden from the public. Failure to follow the Open Meeting Law may result in the invalidation of actions taken at a meeting and could result in the imposition of a penalty upon the public body.

- More information of the Open Meeting Law is available on the Attorney General's website:<http://.mass.gov/ago/government-resources/open-meeting-law/>

Definition of Meeting:

For purposes of the Open Meeting Law, a "meeting" is defined as "a deliberation by a public body with respect to any matter within the body's jurisdiction; provided, however, "meeting" shall not include:

An on-site inspection of a project or program, so long as the members do not deliberate;

Attendance by a quorum of a public body at a public or private gathering, including a conference or training program or media, social or other event, so long as the members do not deliberate.

Attendance by a quorum of a public body at a meeting of another public body that has complied with the requirements of the open meeting law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate.

A meeting of a quasi-judicial board of commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or

A session of a town meeting convened under MGL c39 §10 which would include the attendance by a quorum of a public body at any such session.

It is a violation of the Open Meeting Law to conduct “telephone meetings,” “revolving door meetings,” “e-mail meetings,” or to hold other such discussions outside of a duly posted meeting at which the public is deprived of the opportunity to attend and monitor the decision-making process. This includes individual conversations that occur in serial fashion in which a quorum of members participates and/or deliberates. “Deliberation” is defined as “an oral or written communication through any medium, including electronic mail, along with social media deliberations between or among a public body or any public business within its jurisdiction; provided, however, that “deliberation” shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution or reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.”

8. Executive Session:

The Open Meeting Law requires that all meetings of a governmental body be open to the public, except for a few limited purposes for which a board may enter into executive session.

All appointed boards are urged to consult with legal counsel (with prior authorization from the Town Administrator) if they have any questions as to the process and/or permissibility of entering into executive session.

Executive session is closed to the public, but the board must first convene in a duly posted open session. A majority of the members must vote by roll-call in favor of a motion to enter into executive session. The motion must state the reason for the executive session and must state whether or not the board will return to open session. All votes taken in executive session must

be recorded roll-call votes. Minutes must be taken during executive session; however, they will not be released until the matter discussed has been resolved. Once the matter has concluded and the minutes have been approved, a copy should be provided to the Town Clerk. The Board shall regularly review executive session minutes for public release.

Executive session may be held only for the following purposes (see Attorney General's website (<http://www.mass.gov/ago/government-resources/open-meeting-law>) for further explanation of each example):

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. (See MGL Ch. 30A sec. 21 for individual rights.)
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
3. To discuss strategy with respect to collective bargaining or litigation if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
7. To comply with, or act under the authority of, any general or special law or general grant-in-aid requirements.
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.

9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity (see MGL Ch.30A sec. 21 for further provisions).
10. To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such government body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

*Open Meeting Law training videos can be found at:

<https://mass.gov/service-details/open-meeting-law-training-videos>

9. Posting/Scheduling of Meetings and Agendas:

The Open Meeting Law Regulation (940 CMR 29.03) provide, in part, that the “public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meetings, excluding Saturdays, Sundays and legal holidays. The date and time that the notice is posted shall be conspicuously recorded thereon or therewith.”

Meeting Notices and agendas must be posted in compliance with the specific instructions of the Town Clerk. Postings must be received in the Clerk’s office 48 hours prior to the next meeting. Meeting notices must include the name of the board, and the date, time, and location of the meeting. Notices must also include a listing of the topics the chair reasonably anticipates will be discussed at the meeting. Chairpersons are expected to exercise good judgment when hearing/discussing/ deliberating on issues not included on the agenda; that is, routine issues may be aired, while new and/or potentially contentious issues may be noted but passed over to allow for proper posting and public discussion.

****see sample meeting agenda entitled: Attachment A-Sample Meeting Notices***

10. Meeting Minutes

Content of Minutes:

Section 22 of the Open Meeting Law requires every governmental body to “...create and maintain accurate minutes of all meetings, including executive session, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.” Minutes need not be verbatim of a meeting.

Any person may record a meeting with a tape recorder or other means of audio reproduction and/or videotape equipment, provided they announce their intention to do so and there is no active interference with the conduct of the meeting.

Minutes must include each of the following:

- The date, time and place;
- A list of members present or absent;
- A summary of the discussions on each subject;
- A list of documents and/or exhibits used at the meeting;
- The decisions made and the actions taken at each meeting, including a record of all votes; and
- Copies of documents and/or exhibits, such as pictures or maps, used by the body at an open or executive session

Minutes should include:

- Names of additional participants (not including press or observers);
- Name of person taking minutes;
- Time the meeting convened and the time it was adjourned; and
- Who moved and seconded motions.

Availability/Filing of Minutes:

Meetings may not proceed without a designated secretary responsible for providing a written record of the meeting as prescribed by the Open Meeting Law. Audio or video recordings may not be used as permanent records of a meeting. Recordings can be destroyed once written minutes are approved unless specifically entered into the minutes on the record. The approval of the prior meeting’s minutes should always appear as an agenda item to encourage timely completion and filing of the minutes. It should be noted that the minutes of an open meeting, in whatever form (notes, draft, tape recording, etc.) are considered public records and must be made available to the public upon request.

Boards should strive for transparency, posting minutes as soon as they have been approved. A copy of approved minutes can be found on the town's webpage.

11. Conflict of Interest:

Members of a board are considered municipal employees, regardless of their lack of compensation, and as such, are subject to the Conflict of Interest Law. A copy of the law may be viewed online at www.state.ma.us/ethics. The purpose of the law is to ensure that the private financial interests and personal relationships of public employees do not conflict with the public obligations. A copy of this law and responsibilities is provided by the Town Clerk's office.

Each year, all municipal employees (which includes members of Boards, Committees and Commissions) must be given a Summary of the Conflict of Interest Law prepared by the Ethics Commission and, every two years, they must complete an online training program prepared by the Commission.

The online training program is available at www.muniprog.eth.state.ma.us. Once you have completed the program online, you will be prompted to print a Certificate of Completion, which must be kept on file at the Town Clerk's Office.

If a board member has a conflict of interest or an appearance of a conflict in any matter before the board, that member should not be counted in the quorum, or participate in or be present for any pertinent discussion or votes.

The law provides for the legal determination of Conflict of Interest status for any employee submitting a request to the appointing authority or State Ethics Commission. If board members have any questions about their activities, they should file a written request for a determination with the Town Administrator. The answer to the request will be in writing and will become a matter of public record and kept on file with the Town Clerk.

A board member may also request a confidential opinion directly from the State Ethics Commission by contacting the Commission's Legal Division at 617-371-9500.

12. Standards of Conduct for Appointed Town Officials:

The following policy sets forth expectations and guidelines to serve as a standard for achieving high levels of public confidence by maintaining professionalism and mutual respect among members of boards in the Town of Monson. This policy applies to all members of town boards, committees and commissions.

Standard of Conduct:

Members of all boards, committees and commissions are expected to:

- Be well informed concerning the state and local duties of the board on which the members serve.
- Always keep in mind that they represent the Town of Monson.
- Accept their position as a means of unselfish public service, not to benefit personally, professionally, or financially from their position.
- Treat all members of the board, all applicants who come before the board, all staff members and the public with respect, despite differences of opinions.
- Treat all staff as professionals in a manner that respects the abilities, experience, and dignity of each individual.
- Share information obtained on pending issues with other board members.
- Conduct themselves in a manner that maintains public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that they cannot be improperly influenced in the performance on their official duties.
- Abide by the ethics guidelines established under MGL Chapter 268A, making every effort to avoid any appearance of conflict, and properly disclosing any apparent conflict.
- Unless specifically exempt under MGL Chapter 30A, section 18-25 (Open Meeting Law), conduct the business of the public in a manner that promotes open and transparent government.
- Honor confidential matters not legally subject to disclosure that come before the board in executive session.

Corrective Action:

Anyone who feels that an appointed board member is acting inconsistently with these standards of conduct may take one or more of the following actions, as deemed necessary, in the order listed below:

- Speak privately with board member about their behavior in an effort to correct said behavior.
- Ask the Chairman of the board to speak with the individual in an effort to correct said behavior.
- Bring the matter to the attention of the appointing authority.
- File a formal complaint in writing to the Town Administrator.
- The Town Administrator shall conduct an investigation and issue a written report with a recommendation for corrective action within fourteen days of receipt of the complaint.

- The Town Administrator shall have the authority at their discretion to seek the services of an independent mediation service when the situation warrants.

Speaking for a Board of Committee:

An individual board member has a right to speak publicly as a private citizen but should not purport to represent the board or exercise the authority of the board except when specifically authorized by that body to do so. If members identify themselves as members when speaking as private citizens, it may be perceived that they speak for the board. Such a perception should be avoided. An individual board member should not speak publicly as a private citizen before the board upon which they sit.

13. Remote Participation:

A vote by the Select Board to authorize remote participation in public meetings pursuant to 940 CMR 29.10 and M.G.L. c4 sec. 7:

A quorum must be physically present at the meeting. The Chairman, or a person authorized to chair the meeting in the Chairman's absence must be physically present.

All members, including the members participating remotely, must be clearly audible to each other.

A member can participate remotely under the following reasons that make the member's presence unreasonable difficult:

- Personal illness
- Personal disability
- Emergency
- Military Service
- Geographic Distance

A member can participate remotely using the following types of media:

- Telephone, internet, or satellite enables audio or video conferencing
- Any other technology that enables the remote participant and all person present at the meeting location to be clearly audible to one another.

A member wishing to participate remotely must as soon as possible prior to meeting notify the Chairman and the reason for and facts supporting the request.

At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reasoning. This information must be included in the meeting minutes.

All votes taken must be taken by roll call vote and recorded as such in the minutes, including in open session.

Members participating remotely may participate in executive session but shall, at the start of that session, state the no other person is present and/or able to hear the discussion at the remote location.

This authorization for members of boards and committees to participate remotely shall be subject to revocation in the same manner as it was approved.

This authorization for members of board and committees to participate remotely shall be reviewed in sixty days from its enactment.

14. Administration:

Public Records:

With few exceptions, every document and record (hard copy or electronic) made or received by a board or other public entity is presumed to be a public record under the Massachusetts Public Records Law (MGL Chapter 66). As such, the public has a right of access to these records. Town boards and departments are also obligated to properly secure and maintain public records. Public records should never be kept in a home or on private property of a board member.

A guide to the Massachusetts Public Record law:

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Use of Town Counsel:

Request for opinions or assistance from Town Counsel must be directed through the office of the Town Administrator.

Appointing Authorities:

The Select Board may require that the board chair report regularly to the appointing authority about the board's actions and plans. The Town Administrator helps in maintaining communication between the committee, staff, and appointing authority. If needed, the Chair may request a meeting with the appointing authority to resolve problems and report progress.

15. Annual Report:

All appointed committees must file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership including changes, and a one to three paragraph explanation of accomplishments and future plans to be submitted to the Select Board on by or before the Annual Town meeting.



Attachment A:

SAMPLE MEETING NOTICE

TOWN OF MONSON

(As required by MGL Chapter 30A, sections 18-25)

Please email all meeting notices to townclerk@monson-ma.gov

Board/Committee Name:

Day/Date:

Time of Meeting:

Location:

AGENDA

Per the Open Meeting Law: (GL Chapter 30A, Section 19(a))

All meeting notices and agendas¹ are to be posted, by the board or committee, **48 hours in advance of the meeting** - *excluding Saturdays, Sundays, and legal holidays*. The OML guidelines also require the posting to be submitted early enough to allow adequate time for posting before the deadline. As such, please keep in mind the Town Clerk's office hours of operation which are Monday-Friday 8a-4p and make necessary arrangements to be sure your posting is submitted accordingly (do not wait until the deadline). The Clerk's Office will confirm via email that a meeting notice has been received.

NOTE: The official posting locations registered with the AGs office is the town's website and the public meeting board in the hallway next to the Clerk's office at the Town Office building.

Meeting notices must be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it can attend and learn the basis for the executive session. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up after posting, but before the meeting convenes.



ACKNOWLEDGEMENT OF RECEIPT

I, _____ (*please print*) , an employee
(contractor or volunteer) with the Town of Monson, hereby acknowledge that I have received
a copy of the Town of Monson Boards, Committees and Commissions Handbook.

Signature: _____

Date: _____

Department: _____

Please return this completed form to the Town Clerk's office within
2 weeks of receipt.



Application for Appointed Boards & Committees

Please submit the completed application form to the Select Board Office.

110 Main Street Monson, Ma 01057

Board/Committee of Interest:

Name:

Home Address:

Phone:

Email:

Please provide a brief statement regarding your interest in the above stated board or committee as well as any experience or training that may be relevant to the position: